Defense Travel System

Business Rules Guide

Version 4.0

Dated 3 Oct 05

Document Approval Page

The following organizations have approved this document as evidenced by signature and date contained herein. *

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Document History

Control ID	Date	Version	Author	Description of Activity
PMO-GDE-TRB-051503-1.5	15 May 03	1.5		Made various changes based on policy and software updates for the Enhanced Jefferson release. Revised sections and deleted material no longer applicable.
PMO-GDE-TRB-052303-2.0	23 May 03	2.0	A. Cloyd	Added information on CTO transaction fees, DTS-Tailored, and updated information on GTR processing.
PMO-GDE-TRB-061903-2.0	19 Jun 03	2.0		Added information regarding conditional routing for Group Authorizations, information on Foreign National use of the system, and additional guidance on ROA access.
PMO-GDE-TRB-070203-2.0	2 July 03	2.0		Added information concerning the DFAS limitations to process PLOT-related travel.
PMO-GDE-TRB-072303-2.0	23 Jul 03	2.0		Corrected information related to conditional routing for Group Authorizations. Added information regarding advances and SPP for DTS-T organizations.
PMO-GDE-TMD-112003-2.0	20 Nov 03	2.0	A. Green	Deleted "not" at paragraph 3.24
PMO-GDE-TMD-120103-2.0	1 Dec 03	2.0	A. Cloyd	Replace DGE (Designated Government Entity) with NDEA (Non-DTS Entry Agent) where applicable
PMO-GDE-TMD-012604-2.0	26 Jan 04	2.0	A. Cloyd	Update information regarding receipt retention and GTR processing
PMO-GDE-TMD-030804-2.0	8 March 04	2.0	A. Cloyd	Updated CTO Fees section to reflect requirement for CTO to return fees to DTS. Deleted section on Cancellation/Curtailment procedures – these are documented on a separate DTS quick reference guide available on the website.
PMO-GDE-TMD-041305-3.0	13 Apr 05	3.0	W. Hazel	Updated document to reflect Madison Release Information.
PMO-GDE-TMD-053105-3.0	31 May 05	3.0	W. Hazel	Corrected information to show that the transportation officer is responsible for ensuring CIC Numbers are added to the authorization when making reservation. This process will provide AMC with the correct data that they need so they can get paid.
PMO-GDE-TMD-100305-4.0	03 Oct 05	4.0	W. Hazel	Added information that Foreign Nationals are not authorized to be issued government travel charge cards.

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Defense Travel System Business Rules Guide

1. Introduction

This Defense Travel System (DTS) Business Rules Guide has been developed to provide all DoD travelers, administrative and supervisory personnel, as well as, travel services providers with a common set of transportation and financial guidelines for implementing the automated DoD travel process. The policies contained in the Defense Transportation Regulation (DTR) (DoD 4500.9-R), the DoD Financial Management Regulation (FMR) (DoD 7000.14-R), and the Joint Federal Travel Regulations (JFTR) and the Joint Travel Regulations (JTR) apply and should be used in resolving any travel or financial policy issues that arise.

The highlighted areas of this document indicate local business processes that must be further developed while implementing Defense Travel System (DTS) at a Service/ Agency, MACOM/MAJCOM, or site level. The Commercial Travel Office (CTO) information is provided for reference so that travelers, Transportation Officers (TO), and Defense Travel Administrators (DTAs) are aware of the requirements of the DTS Commercial Travel Office contracts.

For questions on DTS system functionality, refer to the DTS DTA User's Manual and other training reference available on the DTS Travel Center website at www.dtstravelcenter.dod.mil/.

All references to "traveler" in this document may apply to a traveler or to a Non-DTS Entry Agent (NDEA) acting on behalf of the traveler when creating documents on behalf of the traveler.

Note: Airport security procedures require that tickets be issued in the same name that appears on the traveler's photo identification issued by a local, state or federal government agency (e.g.: drivers license, passport ,military ID, etc). DTS users should ensure the name in their traveler profile matches the name on the form of identification they intend to use at the airport. Failure to do so may result in the carrier re-issuing the airline ticket at the check-in counter prior to flight boarding.

For an international flight, present a valid passport, visa, or any other required documentation. Passengers without proper ID may be denied boarding.

2. Travel and Transportation Allowances Under Special Circumstances or Categories

Travel entitlements for travel under the following special circumstances or categories are in accordance with Chapter 7 of the JFTR for military members or Chapter 6 of the JTR for civilian employees. Please consult your local business rules and your respective Service or Agency of the DTS Program Office for further information.

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1. Senior ROTC,

2. Reserve Component Member travel for medical and dental care,

3. Retires called to active duty,

4. Ready Reserve Component members authorized muster duty allowance,

5. Midshipmen and cadets,

6. Patients, and escorts and attendants, and

7. Pre-employment travel

2.1. Arrangements Only Travel

Travel arrangements for permanent duty travel or travel under special circumstances or categories, or for organizations who are supported by financial systems that have not yet been approved for use with DTS can be processed in DTS using the 'Arrangements Only' trip type.

The DTS functionality to request travel arrangements using the DTS Reservation Module and the electronic routing for approval (to include archiving the record when complete) still offers significant process improvements over traditional processing procedures. However, it may be necessary to establish a separate line of accounting and budget item dedicated for Arrangements Only travel.

Because the financial transactions are not transmitted upon approval of the authorization and/or voucher, the organization must develop the business rules necessary to ensure the paper copies are submitted to their supporting accounting system for obligation. This requires that the authorization be printed, signed, and transmitted to accounting.

Note: A standard document number other than the DTS Travel Authorization Number (TANUM) may be required.

Note: A copy of the authorization may also be required by the CTO in accordance with the local CTO contract.

Upon approval of the voucher settlement in DTS, the voucher must be printed, signed, and submitted to the appropriate travel pay office for computation and payment.

Note: Arrangements Only travel must be charged to a separate CBA than routine TDY travel because the CBA reconciliation for arrangements only must be done outside of DTS (not using the DTS CBA Reconciliation Module).

2.1.1. Direct Cite Travel

If travel is funded by another organization, the funding organization must provide an applicable LOA and budget target. If the LOA provided is approved for use in DTS (meaning the associated accounting system can process DTS travel), the LOA and budget target must be entered into the traveler's organization. Once completed, the authorization and voucher from authorization can be processed in DTS as routine TDY. A copy of the funding letter should be maintained by the FDTA and imaged into DTS as substantiating documentation.

2.1.2. Emergency Leave

While TDY is being performed: Emergency leave situations that occur while TDY require that the authorization be amended to indicate a curtailed trip and return to the PDS or authorized emergency leave location. Related travel and per diem entitlements are in accordance with JFTR Chapter 7 (Uniformed personnel) or JTR Chapter 6 (Civilian personnel).

Emergency leave not related to TDY: Government funded emergency leave travel can be processed in DTS. Emergency leave not funded by the Government is leisure travel and cannot be processed in DTS.

Note: The traveler and AO should contact the local Transportation and Finance Officers to verify their entitlements related to emergency leave travel.

2.1.3. Formal Training Funded by Open Allotment

If funding is centrally controlled for formal training and funded by Open Allotment, travelers can utilize the Arrangements Only Travel option in conjunction with the Open Allotment Trip Type.

Note: For travel funded by the Air Force TDY-to –School program, see the Import/Export Functions section.

2.1.4. Import/Export Functions

DTS includes an import/export function which allows partner systems to transmit notifications to DTS (via XML format) for official travel. The notification is routed to the applicable traveler or organization and the authorization is processed in accordance with the business rules established by the partner system and DTS. Initially fielded in April 2005 for use by the Navy (NROWS) and Air Force (TDY-to-School), the import/export function will be expanded for use by other partner systems as business rules and required testing is completed.

2.1.5. Invitational Travel Authorization (ITA)

Invitational Travel Authorizations (ITAs) can be processed in DTS using the trip type of "E-INVITATIONAL". If the individual traveling on an ITA is a dependent of a DoD uniformed member or civilian employee, the DTA will enter a profile with the mandatory information required. The sponsor's organization will be used in the profile with a rank of "OTHER" and the traveler's name and SSN. If the traveler is not a dependent of a DoD sponsor the organization will be entered in the profile and "OTHER" will be used for the rank in the profile using the DTA's organization and routing list. Use of the trip type 'E-INVITATIONAL' will trigger a pre-audit that will require the user to select the reason for the invitational travel.

2.1.6. Non-appropriated Funded Travel

Travel funded by non-appropriated funds can be processed in DTS but must be done using the 'Arrangements Only' process to ensure that all obligations and disbursements are processed outside of DTS. NAF personnel traveling on appropriated funds can process their travel using DTS as routine TDY.

2.1.7. Permissive TDY

Permissive TDY is unfunded travel and typically does not require an authorization; as such it should not be processed in DTS. The traveler should consult their local business rules for any documentation that may be required for permissive TDY travel. In cases when an authorization may be required, for example to board Government transportation, the authorization (DD1610) should be processed outside of DTS.

2.1.8. Travel of Reserve Component Members

Reserve Component members on long-term active duty, (e.g., Active Guard and Reserve (AGR) Program or the Partnership for Fiscal Integrity (PFI)) Program will process authorizations in DTS as routine TDY. Traditional Reserve Component members, e.g., Troop Program Unit (TPU), Individual Ready Reserve (IRR) and Individual Mobilization Augmentee (IMA) can utilize DTS using the Arrangements Only process. **At this time, DTS does not compute travel entitlements for traditional reserve component member travel, but will be able to do so at a future date.**

Note: Certain organizations of the Naval Reserve can utilize the Import/Export function of DTS to process their travel authorizations and vouchers.

3. Accountable Officials (AOs)

Accountable officials are Government personnel involved in the travel management process serving as 'control points' within the organization to minimize opportunities for erroneous payment. In DTS these officials include the Authorizing Official (AO), all Defense Travel Administrative (DTA) personnel (LDTA, ODTA, FDTA, etc.), and

routing officials responsible for reviewing trip records prior to approval by the AO/CO. Responsibilities include providing accurate and timely data, information, and services to Certifying Officials, as well as ensuring payments are supportable, legal, and correct. Accountable officials (AOs) can be held pecuniarily liable for erroneous payments made as a result of their actions.

All accountable officials must be appointed in writing (using the DD Form 577). See the DoD FMR, Volume 9, Chapter 2, Section 0204 for additional information.

3.1. Advances (non-ATM)

Organizations that are DTS-Tailored for finance cannot use the non-ATM advance functionality in DTS. Travelers in these organizations requiring a non-ATM advance must process their authorizations and vouchers outside of DTS.

Travelers without an individual Government travel charge card (or traveling to locations where use of the card is impractical) can request a non-ATM advance through DTS. The travelers profile must be set to "Advance Authorized" in order to request the non-ATM advance. Only the DTA with appropriate permission level(s) can update the Government Travel Charge Card (GOVCC) status in the traveler's profile. The system will automatically calculate an advance equal to 80% of the estimated reimbursable expenses; for trips of 46 days or greater then advance will be computed for 30 days, for trips of 45 days or less the advance will be computed for the length of the travel. The computed advance will be deposited into the traveler's financial institution as an Electronic Funds Transfer (EFT) payment approximately five (5) days prior to the scheduled departure date. In cases where the traveler is scheduled to depart within the 5-day window, the advance will be processed for payment immediately upon AO approval and positive acknowledgement of the corresponding obligation transaction. In cases when an advance of 80% would put the traveler in a financial burden, the AO may approve an advance of 100%; this determination must be made on a case-by-case basis. In these cases, the travelers profile must be reset by the DTA to "Full Advance". Upon completion of that specific trip, the user profile must be reset appropriately. Upon completion of the voucher from authorization, the advance amount is deducted from the total reimbursable entitlements as a previous payment on the voucher – resulting in a net payment to the traveler.

Processing Advances and Scheduled Partial Payments (SPPs) for the same authorization: Currently, DTS allows (and the DoD FMR permits) users to request both a non-ATM advance and a Scheduled Partial Payment (SPP) for the same authorization. Because the non-ATM advance is programmed to pay for up to 45 days worth of entitlements and the SPP pays in increments of 30 days, processing both for the same authorization may lead to the traveler being in a DUE U. S. status after processing their final settlement voucher upon completion of TDY. The DoD FMR does not allow for the non-ATM advance amount to be deducted from the SPP amount until final travel settlement.

3.2. Authorizing Officials (AO)

Authorizing Officials (AO) review and approve travel authorizations submitted by Government personnel to include travelers and non DTS entry agents (NDEAs). The approval will be made using the DoD Public Key Infrastructure (PKI) digital certificate. The AO must ensure that the arrangements and should-cost estimates are reasonable and consistent with mission requirements prior to approval. The AO must also ensure that the proper lines of accounting (LOA) are applied to the authorization, particularly when the AO is responsible for more than one line of accounting. The AO cannot approve the authorization when the should-cost estimate exceeds the amount of funds available in the line of accounting within the DTS Budget Module. If this should occur, AOs must first contact their Finance Defense Travel Administrator (FDTA) for further guidance and/or obtain an increase of funds in the DTS Budget.

When an AO approves an authorization that includes a request for a non-ATM advance and/or Scheduled Partial Payment, a voucher from authorization, or a local voucher; their approval results in a disbursement to the traveler. In doing so, the AO acts as a Certifying Officer (CO) for the disbursement and must be trained and appointed as a CO in accordance with the DoD FMR. **For this reason, it is highly recommended that all AOs also be trained and appointed as COs**.

AOs who act in the capacity of a CO must have the appropriate *Certifying Officer Legislation (COL) training, be appointed in writing (DD Form 577) as a Certifying Officer and as such, may be held pecuniary liable for erroneous payments resulting from the negligent performance of their duties.

*DFAS has developed a COL-Computer Based Training (CBT) that can be used to provide the required COL training. In addition, other services or DoD agencies may have approved training programs that can be used to complete the certification.

When the appointment as an accountable official ends, the appointment must be revoked in writing, and the user's access to additional functions must be deleted by reducing the person's permission level to the lowest level required to perform their duties.

For a complete list of AO responsibilities refer to the DoD FMR, Volume 9, Chapter 2, paragraph 020401C.

3.3. Blanket Travel Orders (not authorized under DTS)

(See Self Authorizing Official Section 3.54)

3.4. Bus Travel

Requests for Bus travel may be made through DTS using the CTO Comment section within the "Other Trans" section in the Reservation module. The traveler must select CB – Bus Fare in the Type field. The four required data elements for the CTO are date, time,

origin and destination and must be included in the CTO comments section.

Note: **Bus travel in DTS cannot be charged to a centrally billed account.** **If a traveler requiring bus travel does not have an individual Government travel charge card they can purchase their ticket using a personal credit card (or cash) and enter the information using the non-mileage expense of "Personally Procured Tickets".** **Bus travel can be charged to a centrally billed account, but these arrangements must be processed (obligated and reconciled) outside of DTS.**

3.5. Cancellation Fees/Penalties

Occasionally, travelers will have travel plans canceled or changed at the last minute due to changes in mission requirements. If they do not have sufficient notice, these travelers may be unable to cancel reservations or registrations in a timely manner, and may be charged for unavoidable expenses or penalty fees. These expenses are reimbursable to the traveler under the JTR/JFTR and the traveler must complete a voucher from authorization to claim reimbursement.

Prior to applying the "Canceled" stamp, the AO must ensure no reimbursable expenses are associated with the trip. Refer to the cancellation procedures guidance on the DTS Travel Center website for more information.

3.6. Centrally Billed Accounts

DTS supports the use of CBA accounts for air and rail travel for travelers who do not have an individual Government Travel Charge Card or when the organizations business rules require CBA use.

Depending on Service/Agency or local business rules, a new account may be required to differentiate DTS travel from 'traditional' travel. This may be required due to the differences in line of accounting information for traditional CBA and DTS CBA reconciliation procedures.

3.6.1. CBA Reconciliation Using the DTS CBA Module

Introduced as a pilot with the a limited number of sites as part of the Enhanced Jefferson Release, the DTS CBA Module provides for an automated CBA reconciliation and payment process, to include certification of the invoice by a *Transportation Officer.

An electronic invoice is transmitted to DTS directly from the Travel Charge Card Vendor (CCV) and no CBA reconciliation requirements are levied on the servicing CTO with the possible exception of assisting the Government with researching disputed transactions. *As such, the DTS user is not required to provide a copy of the travel authorization to the CTO prior to ticketing for those organizations using the DTS CBA Reconciliation Module*.

Upon certification, the invoice is electronically routed to the applicable DFAS Vendor Payment location for processing and payment. Once paid, an advice of payment is returned to DTS and the invoice is archived at the Defense Management Data Center (DMDC). With the exception of formal dispute notification to the CCV, the entire process is paperless.

Upon completion of the pilot testing, the DTS CBA Module will be implemented throughout the DTS user community based on the Service/Agency CBA Module specific deployment schedule.

*Service/Agency business rules will determine who will have the authority and responsibility to certify CBA invoices in the DTS CBA Module. This person(s) should be familiar with the CBA reconciliation process as well as DTS document processing procedures.

3.6.1. CBA Reconciliation Without Using the DTS CBA Module

For those locations not yet using the DTS CBA Reconciliation Module, they must continue to use their existing CBA Reconciliation procedures.

In most cases, this requires the supporting CTO to perform an initial reconciliation prior to Government approval and certification. <u>As such, travelers using CBA as the method of payment must provide a copy of their DTS authorization to the CTO prior to ticketing</u>.

In addition, Service/Agency business rules must include procedures to distinguish the DTS line of accounting from the traditional line of accounting so that the information can be correctly input into the reconciliation tools (GTS, Recon Plus, TTOPRS, AGTRS, etc.) to ensure the CBA invoice disbursements match the corresponding DTS obligations. Failure to do so may result in delayed payment of the CBA invoices due to mismatched disbursing and accounting data.

3.7. Certifying Officers (COs)

When a DTS user applies the "Approved" stamp that results in a payment to the traveler, they are acting as a Certifying Officer – this includes authorizations with non-ATM Advances or Scheduled Partial Payment as well as vouchers from authorizations and local vouchers. As such, they must have completed the appropriate *COL training and be appointed in writing by the head of the DoD component or a designated official from the organization. This appointment should be made using the DD Form 577 (Appointment/Termination Record). When the appointment as a Certifying Officer ends, the appointment must be revoked in writing and the user's access to additional functions must be deleted by reducing the person's permission levels to the lowest level required to perform their remaining duties.

* DFAS has developed a COL-Computer Based Training (CBT) that can be used to

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provide the required COL training. In addition, other services or DoD agencies may have approved training programs that can be used to complete the certification.

3.8. Changing Commercial Travel Office (CTO) Data in the DTA Maintenance Tool

The Pseudo City Code (PCC), Global Distribution System (GDS), and Company Profile information are property of the CTO servicing the sites. The PCC and Company Profile are attached to each organization and direct how DTS communicates with the CTO's GDS. In the event a change must be made to the PCC and/or Company Profile, prior approval must be secured from the PMO.

The PMO Website will soon offer updated information on changes affecting the CTO data.

3.9. Lodging

Commercial Lodging: When the organization is CTO-connected, DTS provides users with the ability to search for commercial lodging using three different search criteria; a specific hotel name/chain, facilities near the arrival airport, or facilities within the city, (i.e. downtown). DTS returns availability and rate information sorted at the user's discretion (by either rate category or price). Also included is information on hotel property amenities.

If a traveler desires accommodations in a hotel not found in the DTS or if no available rooms at the per diem rate are shown the traveler can select the "request assistance" button, which auto populates a statement informing the CTO that assistance is required. **Note: A higher CTO fee could apply when lodging arrangements are not auto-booked and CTO assistance is needed**.

Military lodging: If Military lodging is requested, the arrangements must be coordinated outside of DTS in accordance with local business rules and CTO contract requirements. The user must ensure that the applicable cost of military lodging is updated on the Per Diem Entitlements screen.

If adequate Military quarters use is directed for a uniformed member and other lodging is used, the member's reimbursement is limited to the Government quarters cost unless the traveler obtains a non-availability certificate.

Civilian employees may not be ordered or required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost.

3.10. Confirmation and Cancellation Numbers

The CTO will return all confirmation information to DTS (via their outbound queue) once reservations have been booked. In addition, when the AO indicates that a trip has

been cancelled (via the DTS Cancelled stamp), the CTO will return cancellation information.

3.11. Confirmatory Orders (Authorizations)

Confirmatory orders are applicable if time limitations do not allow for an authorization to be completed prior to the traveler's departure. The authorization should be completed as soon as possible after vocal approval has been granted. Because travel arrangements have been made outside of DTS, the DTS Reservation Module should not be used – the travel arrangement costs are entered via "Other Trans" and the lodging and/or rental car costs updated accordingly.

The CTO will issue the ticket upon verbal authorization based on local business rules.

3.12. Constructive Travel

Automated constructive travel functionality is scheduled to be implemented in DTS with the Monroe Release in FY06. Until such time, constructive travel must be processed outside of DTS.

Constructive Travel includes travel by any transportation mode not authorized by the AO, to include travel by Privately Owned Conveyance (POC) when not authorized as advantageous to the Government.

If the constructive travel is done 'after the fact' (the traveler traveled by a mode not authorized by the AO), the traveler and AO must ensure that travel-related costs indicated on the voucher from authorization, to include the allowable travel time, do not exceed the amounts originally authorized.

3.13. CTO Procedures During National Emergencies

At all times during national emergencies, the Contractor shall ensure that quality customer service is maintained. Operating hours may be modified as agreed to by the Contracting Officer Representative (COR) in support of the national emergency.

3.14. CTO Transaction Fees

CTO transactions fees are billed in accordance with the supporting CTO contract task order as either a point of sale fee or a management fee. CTO transaction fees funded at the local level are billed to the same form of payment (account number) that the transportation expense was charged to (either against the traveler's individual Government travel charge card or the organizations Centrally Billed Account). The transaction fee applies when the CTO fulfills the request and is typically billed at the time of ticketing or when lodging/rental car charges are applied without air arrangements. In these cases, the CTO must include applicable point of sale CTO fees on the outbound queue to DTS.

==When funded at the Service/Agency/MAJCOM level, the CTO fee is not returned on the outbound queue to DTS, but rather billed directly to the Service/Agency/MAJCOM in accordance with their established business rules or CTO contracts.==

DTS users who use the Reservation Module to make their travel arrangement should **not** include a CTO fee when building the authorization/should-cost. The CTO fee (if applicable) is included as a separate transaction ('ticket') with the ticketing information returned to DTS by the CTO. The fee is reimbursable if the form of payment is the individual Government travel charge card, but non-reimbursable if the organizations CBA was used as the method of payment.

The cost of the fee, if applicable, is included in the itinerary/invoice provided by the CTO at time of ticketing.

If the travel arrangements are made outside of DTS and a CTO fee is charged, the traveler must include the fee using the "Other Trans" section. This requires two separate entries; one for the ticket and a separate entry for the CTO fee.

3.15. Debt Management

==The Debt Management Monitor (DMM), who is usually also a FDTA, will track Due U.S. overpayment and collection actions within DTS. The responsibilities include; ensure the traveler has been served Due Process notification, provide instructions to the traveler and the AO on the Waiver/Appeal process, provide instructions to the traveler on how to make payment, notify DFAS/Accounting to create an accounts receivable (A/R) entry and/or any waiver response from DFAS, initiate payroll collection when required, initiate Out of Service Debt processing when required and monitor all DTS travel debt utilizing the Debt Management Report.==

For additional information, consult the DMM Roles and Responsibilities document available on the DTS Travel Center website.

3.16. Non-DTS Entry Agent (NDEA)

A non-DTS Entry Agent (NDEA) is a military member or DoD civilian employee designated in writing by local command authority responsible for the input of trip requests and claims for reimbursement in the DTS for other travelers. For voucher processing, the traveler must provide a signed DD form 1351-2 and supporting documentation to the NDEA. The NDEA enters all voucher data as contained on the original voucher signed by the traveler and utilizes the T-ENTERED stamp instead of the SIGNED stamp from the document status list when applying their digital signature to a voucher. The original paper voucher and all substantiating documents must be maintained by the NDEA for 6 years, 3 months in accordance with the DOD FMR, Volume 9, Chapter 2.

The NDEA must be identified in their DTS user profile as an NDEA in order to have

access to the T-Entered stamp used when signing vouchers from authorizations for other travelers. In addition, the appropriate Group Access must be granted by the DTA.

3.17.   DTS Budget Module

The DTS Budget Module records funding levels associated to each line of accounting and tracks the related status of funds. It is the FDTA's responsibility to establish and maintain separate budgets for each organization's LOAs and ensure that all accounting information is correct. The FDTA is responsible for loading funding targets for each LOA into the Budget Module for use by the AO.

As part of the AO approval process, the amount to be obligated and the remaining balance is provide to the AO. If insufficient funds remain in the budget, DTS provides an indicator to the AO during the approval process and prevents approval of the authorization.

The FDTA will assist organizations reviewing budget balances as part of the funds control procedures and is required to conduct periodic reconciliation with the official accounting records.

3.18. DTS-Tailored Organizations

Tailored for Finance: If there is no financial interface (i.e. the finance system has not been certified for use with DTS), DTS can still be used to act as an order writer using the functionality of the Arrangements Only trip process. Travel authorizations and vouchers can be completed in DTS and then printed and processed manually in accordance with local procedures. The documents are also submitted to the DoD archive/MIS upon completion. Sites/organizations requiring DTS to be set-up with no financial interface must coordinate with their respective DTS Field Operations Team. These organizations are then identified in a table with text string of "DTST" (DTS-Tailored) which then appears in the first field of the LOA format. In addition, the FDTA for these organizations must include the "DTST" in the first field when entering the LOAs into the organizations. Documents that are created using the "DTST" string are blocked so that no financial transaction is created or transmitted to the GEX/DADS.

Organizations that are DTS-Tailored for finance cannot take advantage of the non-ATM advance and scheduled partial payment functionality in DTS. Travelers requiring either a non-ATM advance or scheduled partial payment must process their authorizations outside of DTS.

Tailored for CTO: If the CTO interface is not connected, users will not have the ability to request travel arrangements utilizing the DTS Reservation Module. Travelers must make arrangements off-line with the CTO and enter the pertinent information into DTS. Transportation arrangements are entered via the "Other Trans" section; lodging cost information is entered via the "Per Diem Entitlements" section; and rental car information is entered via a 'Commercial Auto' non-mileage expense. Sites without CTO connectivity must coordinate this

fact with the DTS Deployment team or DTS Operations staff. **Organizations that are Tailored for CTO cannot use the DTS CBA Module to reconcile their centrally billed account**.

For more information see the DTS Financial Field Procedure Guide on the DTS Travel Center website.

3.19. Enroute Traveler Assistance

Travelers requiring itinerary changes while enroute should contact the CTO via the CTOs toll-free number (included in the CTO provided itinerary/invoice). Upon return, travelers must update their voucher from authorization to reflect any changes in itinerary or cost. **The traveler must report any unused tickets to their CTO in accordance with local business rules.**

Changes to tickets that were charged to a CBA may require additional approval processes based on local business rules.

3.20. Error Codes (Rejected Documents)

When a document is rejected from one of the DFAS financial systems a reason for the reject is included. An e-mail is sent to the organizational DTA and the information is viewable in the document history section of the digital signature page. The DTS-PMO has configuration management responsibility for the error code listing to ensure that the error listing is structured to satisfy the needs of DFAS and the Services/Agencies. The FDTA, depending on the type of error being reported, will route the error message to the appropriate functionary for correction. Explanations of individual error codes are available in the Defense Travel System DTA Users Guide.

3.21. Excess Baggage

If authorized for excess baggage, the traveler will include remarks in the Comment to the CTO section that excess baggage is authorized, and if known, will provide the weight, number of pieces of excess baggage, and any special requirements. The traveler will also select excess baggage in the "other authorizations" screen. The CTO will arrange for excess baggage as authorized and as allowed by the carriers. The CTO will provide the traveler with pertinent information if available related to excess baggage rules and fees.

The traveler must make payment for excess baggage directly to the carrier at the time of check-in. **Excess baggage fees cannot be charged to a CBA; excess baggage fees must be charged to the traveler's individual travel charge card or a personal credit card and are reimbursable when approved as official.** As a last option, excess baggage fees may be paid using a Miscellaneous Charge Order (MCO). The traveler will claim reimbursement on the travel voucher for excess baggage up to the amount authorized by the AO on the travel authorization. It is the AO's responsibility to ensure that the reimbursement claimed for excess baggage does not exceed the amount

authorized.

3.22. Extended TDY (Excess of 180 consecutive days)

Prior to approving an authorization for extended TDY (more than 180 consecutive days at the same location), <mark>the AO must ensure that the appropriate level of command approval has been acquired in writing</mark>. The approval documentation shall be maintained on file within the AO's organization, or can be included with the authorization via the receipt imaging functionality. DTS provides a pre-audit flag as a reminder to the routing officials when an extended TDY authorization is routed to the AO for review/approval. In the event that command approval has not been received, the AO can save the record without approving it, until written authority is received. Upon receiving this documentation, the AO can then open the record, and approve it for further DTS processing. <u>The AO must include remarks in the DTS trip record regarding the approval, (i.e. date approved, POC, phone number, etc.).</u>

If a special per diem rate is applicable for the long-term TDY, the rate must be determine prior to the TDY and included in the authorization.

3.23. Finance DTA (FDTA)

The FDTA can be any member of the budget, resource management, or accounting and finance office for an organization. The FDTA must comply with all local financial policies and procedures for monitoring funds. The FDTA must also be familiar with the following: JFTR/JTR, Appendix O, and all Service/Agency internal control policies. The FDTA must be appointed in writing as an Accountable Official using a DD Form 577. When the appointment ends, it must be revoked in writing. In addition, the FDTA's permission level must be reduced to the lowest allowable level to perform his or her duties, thereby eliminating access to DTA functions. See the Defense Travel System Financial Field Procedures Guide for information regarding the appointment requirements.

For a complete list of FDTA responsibilities, see the DoD FMR, Volume 9, Chapter 2, paragraph 020401B.

3.24. Fiscal Year Cross-Over Procedures

Special processing procedures are required for travel that crosses fiscal years or for travel in a future fiscal year because of the processing limitations of the DFAS financial systems. Instructions are posted to the DTS Travel Center website in the finance section of the document library. Instructions are typically updated annually and posted early in the 4th quarter of the fiscal year. A notification will be provided by the DTS Tier-3 Help Desk when the instructions are posted.

3.25. Foreign Flag Carriers

Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons and property when air travel is funded by the U.S. Government. If transportation on a foreign carrier ultimately is fully paid for by a foreign government (including under a Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), international agency, or other organization then a foreign flag carrier may be utilized. The CTO will ensure that all reservations booked on all foreign flag carriers (excluding code-shares) are booked in coach/economy class.

For additional information see Appendix O, Paragraph. T4060B3.

3.26. Foreign Nationals and DTS.

Foreign National Personnel can utilize DTS in the performance of their official duties provided they have been issued a PKI certificate (required for system access) and utilize a unique identification number (similar to SSN) when building their user profile. If the foreign national has not been issued a SSN, it is recommended they use their passport number, or a number from a similar, unique document. All applicable training, certification, and written appointment must be accomplished before they can be granted access to DTS. Foreign nationals are not authorized to be issued government travel charge cards. Transportation expenses for foreign nationals may be placed on a centrally billed account in support of official DoD sponsored programs or activities. Organizations should consult applicable regulations and policy for issuance and use of PKI to Foreign National Personnel.

3.27. Frequent Flyer Miles

Travelers may retain frequent flyer benefits earned when traveling in an official government capacity. These mileage benefits can be used in connection with official travel (e.g. TDY or official permanent duty travel (PDT)) or for personal travel. Frequent flyer benefits may also be used to upgrade to another class of service while on official TDY travel.

For DTS traditional travel services, the CTO will assist with enrolling travelers in frequent traveler programs, provide account numbers to the travel service suppliers when reservations are made, and upgrade tickets using frequent traveler benefits.

3.28. Government Contractors and DTS

Government contractors are not authorized to utilize DTS for official travel and cannot approve DTS travel authorizations or vouchers or certify CBA invoices for payment.

Government contractors can be authorized to use DTS in a manner consistent with their official duties as outlined in their contract. Contract personnel should be provided an information letter from the organization commander/director describing the DTS

functions they are permitted to perform.

Note: Government contractors cannot be appointed as accountable officials and should never be provided a DTS permission level of 2.

3.29. Government Transportation Request (GTR) as Form of Payment

Travelers required to utilize a Government Transportation Request (GTR) as a method of payment must make their transportation arrangements directly with the CTO outside of DTS (local business rules may require this to be coordinated through the Transportation Office, to include providing a copy of the authorization).

The user must enter this information using the "Other Trans" section of DTS. Because the obligation and payment for GTRs is processed outside of DTS, the cost is defaulted to $0.00 – and the user should enter the estimated costs using a comment to the AO.

3.30. Group Authorizations

Group travel authorizations may be created and approved in DTS. Upon AO approval, individual authorizations are created – each with a unique Travel Authorization Number (TANUM). Once this occurs, any required amendment is processed on the individual authorization. Upon completion of travel, each traveler creates an individual voucher from authorization.

Requests for non-ATM advances and/or scheduled partial payments and/or leave in conjunction with TDY cannot be processed on the Group Authorization. Upon AO approval of the Group Authorization, the traveler's individual authorization must be amended to request a non-ATM advance and/or SPP.

Group travel functionality includes an optional conditional routing. The "Traveler Number" process name will route Group Authorizations with 10 or more travelers to a routing official as determined by the local business rules (typically the Transportation Officer). Two additional stamps are also available "Reviewed Group Auth" and "TO Reviewed Group Auth". This conditional routing list must be established at the site for each applicable organization – they are not global settings.

Travel arrangements for Group Authorizations are not processed through the reservation module and sent to the CTO. Until DTS is modified to automate the group travel reservation process, travel arrangements must be coordinated with the CTO outside of DTS by the primary traveler and/or TO and then entered into the DTS Group Authorization appropriately.

3.31. Help Desk

The DTS Help Desk concept utilizes a three-tiered approach:

Tier 1 – The Tier 1 Help Desk consists of Travelers, Resource Advisors, AOs/COs and other users of DTS and is comprised of information readily available to them.

Tier 2 – Local DTA Help Desk. The Organizational DTAs and Lead DTAs serve as the DTS Tier 2 Help Desk. They provide enhanced Tier 1 assistance to personnel assigned to their organization. The intent is for these individuals to be the most knowledgeable DTS personnel in their organization. If the ODTA cannot resolve the issue, after exhausting all resources available to them, they will contact the Tier 3 Help Desk for assistance.

Tier 3 – Northrop Grumman Missions Systems operates the DTS Tier 3 Help Desk. Access to Tier 3 is limited to authorized callers only; typically a site's LDTA and selected ODTA's. The LDTA/ODTA will work any issues unresolved through the above means and coordinate resolution with the issues originator of the issue/problem.

3.32. House Hunting

Authorized house hunting trips are related to permanent duty travel (PDT) and cannot be processed in DTS.

3.33. Human Remains Transport (to include escort travel)

Travel for accompanying escorts can be processed in DTS as routine TDY. Travel for accompanying family members may be processed using Invitational Travel Authorizations or PDT orders depending on the specific circumstances. Payment for transportation of the remains is coordinated with the local Mortuary Affairs Office in coordination with the Transportation Officer – this process is entirely outside of DTS.

3.34. Labor Relations Representatives

Labor decisions must be coordinated with the local labor relation's representatives. Local labor relation's practices and collective bargaining agreements will determine the specific bargaining obligations. Coordinate with your Service/Agency management employment relations' specialist to determine appropriate and necessary steps to satisfy local bargaining agreements.

3.35. Leisure in Conjunction With Official Travel (LICWO)

A travel request is initiated in the DTS. Using the reservation module of the DTS, flights for the official portion of the trip are selected and desired Leave in Conjunction with Official Travel (LICWO) arrangements (to include dates and approximate travel times) are added in the reservation module's air segment comment field of the travel request. After being signed, the authorization is electronically routed to the CTO.

The CTO makes official and LICWO arrangements within their GDS and performs a cost comparison to determine the difference between the combined LICWO trip and what the Government would have paid if only official authorized travel was performed. The CTO

A printed copy of this document is an uncontrolled copy.

may communicate directly with the traveler via telephone, fax, e-mail, etc., to discuss LICWO reservations and arrange payment methods. **GSA city pair fares are not authorized for the leisure portion of travel.**

The CTO annotates the cost and details of the official authorized travel in the PNR for subsequent update in the DTS and provide a summary of LICWO information in the comments field. If the total cost of the ticket, to include the leisure portion, is less than the cost of the authorized official travel, the lower total cost will be entered by the CTO in the PNR as the total cost funded by the Government.

The DTS routes the official trip record to the AO for authorization of travel and approval of funds for the official travel portion. Any additional expenses resulting from personal arrangements made in conjunction with official travel are the individual traveler's responsibility and are not the responsibility of the Government. (Only official funded travel is obligated through the system).

Upon AO approval, DTS notifies the CTO of approval for ticketing. The CTO will provide a copy of the leisure itinerary with costs and ticket numbers to the traveler. The CTO provides the LICWO ticket to the traveler in accordance with normal procedures.

3.36. Line of Accounting (LOA) Formats and Labels

Each Service/Agency has validated the LOA formats for use in DTS with their applicable accounting and disbursing systems. Since each Service and Agency's traditional line of accounting displays the accountable station (ADSN, AAA, FSN) in varying locations, DTS developed 10x20 format maps. Using these format maps, the accountable station is always loaded in the first field of the DTS 10x20.

For organizations that are DTS-Tailored, the accountable station number is replaced by "DTST".

LOA labels are established for ease of use by travelers and AOs and developed using plain English by the FDTA to facilitate identification. The first two digits of the label must contain the Fiscal Year of execution. **The label must be unique within an organization**.

For additional information refer to the DTS Financial Field Procedures Guide.

3.37. Military Pay Reports (DTS MIS Module)

There are five Military Pay Reports accessible from the MIS Module to assist personnel with processing travel-related military pay transactions. These reports are the Enlisted BAS Report, the OCONUS Travel Report, the Family Separation Allowance (FSA) Report, the Military Leave Report, and Special Duty Condition Report. The reports must be run and distributed/processed to the military entitlement pay office in accordance with local policy and procedures.

==Access to the MIS Module must be coordinated through the DTA to the applicable MIS Module Administrator; access is on a per name basis, it is not permission based.==

3.38. Multiple Accountable Station Numbers (MASN)

DTS supports travel funded by multiple accountable station numbers – travel funded by more than one service/agency. For example, an Army organization may provide funding for an Air Force traveler, but not agree to fund the entire trip (rental car costs as an example). The traveler's organization typically receives an approval (outside of DTS) in these cases to include the applicable LOA and budget target. The organization FDTA must ensure the LOA is made available to the traveler and that the budget target is established in the budget module and the traveler must allocate the LOAs appropriately. The outside approval (memorandum, e-mail, message, etc.) should be included with the travel document via DTS imaging.

Once approved, the GEX will route the multiple LOAs to the applicable accounting systems/locations based on the differing accountable station numbers in the LOAs.

3.39. NATO Orders and Foreign Clearance Guide Requirements

Travel authorizations for travel requiring a foreign clearance and/or NATO orders can be processed in DTS. However, organizations must comply with Foreign ==Clearance requirements and/or NATO Orders procedures in accordance with local business rules or regulations.== DTS does not provide automated Foreign Clearances nor does it produce NATO formated orders.

3.40. Payment for Patriot Express Flights

==The transportation officer makes travel arrangements for Patriot Express travelers outside of DTS. Any commercial air segments required for connecting service to the Patriot Express service can be booked through DTS and included in the cost estimate for subsequent obligation.==

==A copy of the authorization must be printed and provided to the appropriate parties for entry of the Customer Identification Code (CIC), obligation and payment of the costs for the Patriot Express travel, and corresponding adjustment of the AO_s budget module. Organization must establish local procedures for printing and distributing authorizations, adjusting budget modules, and obligating funds outside of DTS.==

==The transportation officer will ensure that the CIC numbers are added to the authorization when making reservation. The traveler will print a copy of the complete authorization with the CIC number included prior to handing-in at the AMC counter as required. At the departure counter, the AMC representative will input the billing address into GATES for subsequent direct billing.==

Note: AMC direct bills the appropriate Service or Agency paying office on a monthly basis. The paying office reconciles the manual obligations against the billing invoice and pays AMC.

3.41. Permanent Duty Travel (PDT)

DTS is not certified for computation of travel entitlements related to permanent duty travel. The travel arrangements for PDT can be processed through DTS for the military member or civilian employee (no dependent information) only if they possess a valid individual Government travel charge card using the Arrangements Only process under the following conditions:

- The LOA associated to the permanent duty travel – included in the PDT orders – must be loaded into DTS by the FDTA (with a corresponding budget target).

- A copy of the traveler's permanent duty orders must be provided to the CTO upon approval. Tickets will not be provided unless/until this occurs.

- A copy of the travelers PDT orders should be attached to the DTS authorization using the imaging functionality – this provides evidence to the AO that the request is for official travel.

- The travel voucher must be processed entirely outside of DTS.

3.42. Permission Levels

The DTS Program Management Office (PMO) has identified permission levels, organizational (Org) access, and group access for use with the DTS. Permission levels and access aid in ensuring proper Management Control and limit access to authorized persons as needed. It is the responsibility of each Service and Agency to insure that the permission and access levels are adhered to at all times by their respective organizations. Furthermore, it is the responsibility of the Service and Agency to insure that prior to assignment of a permission level to a user, any and all required certification training has been completed and all appropriate appointment letters are on file with the respective Service or Agency.

3.43. Personal Leave in Conjunction with Official Travel (PLOT)

The DFAS certification for PLOT was updated in August 2004 to include all PLOT travel with the exception of travel by POC in excess of 400 miles. DTS correctly calculates per diem entitlements when a traveler indicates personal leave in conjunction with their official travel – this is done from within the Per Diem Entitlement screen in DTS.

The travel authorization must include all inclusive dates of travel away from the PDS (to include both official travel and personal travel); any days outside of the allowable travel time for the official travel portion must be annotated as leave in DTS so that no per diem

allowances are paid for the non-official travel. Allowable travel time is determined by the mode of travel:

- 1 day for travel by air within CONUS or within OCONUS

- The scheduled departure and arrival times for travel by ground transportation (rail or bus) or travel by air between CONUS and OCONUS

- 1 day for each increment of 400 miles for travel by private conveyance (auto, motorcycle, plane or vessel) or rental car

Note: See the LICWO section for the rules pertaining to making travel arrangements in conjunction with official travel.

Note: Any required official leave documentation (DA31 for Army members for example) must be processed outside of DTS. Service/Agency rules will determine when official leave is chargeable.

3.44. Premium Class Travel (Premium and Business Class)

Premium class travel (business or first class) approval is handled outside of DTS. A copy of the approved document must be electronically attached to the DTS trip record prior to the AO approval.

Premium class travel can only be approved by the following:

	First Class (DoDD 4500.9)	Business Class
OSD and Defense Agencies	Executive Secretary	Same, except may be delegated to two star or civilian equivalent level
Joint Staff and Combatant Commands	Director Joint Staff or as delegated	Same, except may be delegated to two star or civilian equivalent level
Military Departments	Secretary may re-delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and Four star major commanders or their three star deputy/vice commanders and no further.	Same, except may be delegated to two star or civilian equivalent level.

Additional explanation can be found in the JFTR, paragraph, U3125-B2a and B2b.

The traveler will establish a trip request in the DTS and request desired reservations from the reservation module. Since flight availability in the DTS is provided for coach (Y)

class only, the traveler may select the desired flight and add a comment in the air segment screen for the CTO to book either a premium class seat. The traveler may also request the desired reservation via comment in the reservation module air segment without actually selecting a flight from availability. The CTO will book the premium reservation, but will not issue any premium or first class ticket prior to receiving approval from the AO.

For any ticketing of reservations for premium class travel at Government expense, the AO must document approval in the trip record and obtain appropriate approval (outside the Defense Travel System) in accordance with established policy. AOs must be familiar with Service/Agency approval procedures for premium class travel accommodations and must obtain the required approval before authorizing the requested accommodations

3.45. Prisoner Transport

Prisoner transport is permanent duty travel (PDT) and processed outside of DTS.

3.46. Rail Travel

AMTRAK schedules are displayed within the reservation module of the DTS. The traveler will select the desired train or include a comment in the rail reservation screen of the reservation module to communicate the train request to the CTO. The CTO will make rail reservations and include the confirmation and cost of the reservations within the trip request. *For premium rail, also see business rules for Premium and First Class Travel.*

Either the individual Government travel charge card or the organizations Centrally Billed Account may be used to purchase rail tickets for travel arrangements made through DTS. Travelers using a personal credit card or other non-Government form of payment must enter the information using the non-mileage expense of "Personally Procured Tickets".

3.47. Read Only Access (ROA) Operations

The Read Only Access (ROA) Module provides authorized users view-only access to trip records and CBA invoices. Typically, this privilege is granted to users who require access to conduct research and/or audit requirements. Access across a Service, Agency, or specific site is controlled at the respective Service/Agency DTS Program Office by the ROA Administrator. The Services/Agencies may also provide ROA Administrator privileges at the site/organization level, as they deem necessary.

Personnel whose duty performance requires access to trip records or invoices outside their parent Service/Agency may request 'all' access by submitting a request for ROA access, obtaining DoD component approval, and submitting the approved request to the PMO-DTS-Operations Leads. The PMO Field Operations Leads will coordinate the access through the ROA Systems Administrator.

3.48. Receipt Retention (to include other Substantiating Documents)

The DoD FMR requires the AO to retain the records to substantiate certified travel claims (including original receipts) in the office where the certification occurred for a period of 6 years, 3 months. The documentation may be stored in electronic format with the DTS trip record or in the office where the certification of the travel claim occurred.

DTS provides the ability for the user to fax or upload, and attach, substantiating documents to the trip record in an electronic format. AOs are responsible for ensuring required receipts and other substantiating records are included.

3.49. Rental

DTS displays available vehicles from rental car companies that participate in the (Military) Surface Deployment and Distribution Command (SDDC) negotiated agreement. The available vendors are displayed in order of price (from lowest to highest) for the selected vehicle category. The DTS default is to display available vehicles at the arrival airport. Travelers that desire to pickup the vehicle at a location not displayed in DTS (non-airport location, for instance, downtown), must provide a comment to the CTO on the DTS rental car screen and provide the dates, times, and pickup/drop off locations.

Because the GDSs do not include all cost information, DTS users must ensure the actual rental car cost information is updated when completing their voucher from authorization.

3.50. Resource Management

Resource Management Officers are responsible for coordinating the appointment of authorizing officials and the certifying officers, as well as their required training. Resource Management Officers must also establish budget targets at the appropriate level and ensure the corresponding LOAs are made available in DTS, determine the split disbursement policy – mandatory for military members, optional for civilian employees and procedures for the following: constructive costs, year-end processing, debt management, and quality assurance.

3.51. Reviewing Officials

A reviewing official is appointed in writing to perform post-payment reviews (PPRs) of vouchers certified by a CO. The reviews are conducted at select DFAS locations and questionable claims are identified to the travelers organizational DTA for investigation. Reviewing Officials cannot serve in the positions of a CO, disbursing officer or accountable official and should not be in the supervisory chain of the CO or disbursing officer.

Note: This term should not be confused with DTS routing officials, who are responsible for reviewing travel authorizations and/or vouchers prior to the AO.

3.52. Routing Official

Any individual responsible for the review of travel requests or claims prior to approval by the authorizing official. These individuals are included in the routing list applicable for the organization. The routing list may include Transportation Officers, budget personnel, resource advisors, and others responsible for processing travel documents prior to approval and certification of funds. These personnel are accountable officials and as such are required to be appointed as required and are subject to limited pecuniary liability for any erroneous travel payments.

3.53. Scheduled Partial Payments (SPP)

Travelers on TDY of 46 days or greater can request scheduled partial payments through DTS. Payments are computed and scheduled for payment in 30-day increments. The amount of the SPP is deposited via EFT into the traveler's financial institution, to include a split disbursement option to send payment to the Government travel charge card vendor. Upon completion of travel, the SPP amount(s) are deducted from the total reimbursable entitlements as a previous payment – resulting in a net payment to the traveler.

Note: Organizations that are DTS-Tailored for finance cannot use the scheduled partial payment functionality in DTS. Travelers in these organizations requiring a scheduled partial payment must process their authorization outside of DTS.

3.54. Self-Authorizing Officials (SAOs)

Blanket Travel orders are not authorized under DTS. Instead, individuals who previously traveled under blanket travel orders can be designated "self-authorizing officials" (SAOs) within their user profile. If so designated, they may approve their own travel authorizations (unless a non-ATM advance or SPP is requested) and verify funds availability from the DTS Budget Module. However, they **CANNOT** approve their own vouchers from authorization or local vouchers. All SAO claims for reimbursement must be approved by their applicable AO. SAOs must be designated in writing in accordance with local procedures using the DD Form 577.

3.55. Ticketing

Ticketing is normally done three business days prior to scheduled departure. In the event that a traveler requires tickets prior to the Tickets Are Waiting (TAW) date, the traveler must change the pre-populated date (located in the "Other Trans" section) under the air segment of the travel authorization. When the CTO tickets, an e-mail is automatically generated to the traveler with segment confirmation and cost data.

When a paper ticket is required/requested by the traveler, installations will establish local paper ticket delivery procedures and points of contact. Travelers must be reminded that additional costs are incurred for a paper ticket and the additional fee may not be

reimbursable unless prior approval for the paper ticket is obtained.

Note: Airport security procedures require that tickets be issued in the same name that appears on the traveler's photo identification issued by a local, state or federal government agency (e.g.: drivers license, passport ,military ID). DTS users should ensure that the name in their traveler profile matches the name on the form of identification they intend to use at the airport. Failure to do so may result in the carrier re-issuing the airline ticket at the check-in counter prior to flight boarding.

For an international flight, you will need to present a valid passport, visa, or any other required documentation. Passengers without proper ID may be denied boarding.

3.56. Ticketing at the Beginning of a New Fiscal Year

Local business rules must be established to ensure ticketing for travel in the beginning of the new fiscal year pending approval of the authorization in DTS. Since the AO is prevented from approving the DTS authorization until funding becomes available (and thereby providing electronic notification to the CTO regarding ticketing approval), the TO – or another designated Government representative – should be given permission to provide verbal approval to the CTO to allow ticketing to occur in the normal 3-business day window prior to the expected departure date.

For example, for travel that is scheduled to begin on 1 October, ticketing would normally occur on 27 September. Since new fiscal year funding is not available at that time and loaded into the DTS Budget Module, the AO is prevented from approving the authorization in DTS. Without AO approval in DTS, the CTO is not notified to ticket the flight. In this case, the TO – or another designated Government representative should be granted permission to contact the CTO with verbal approval to ticket the travel. The same holds true if the trip is subsequently cancelled due to lack of funding – the CTO must be contacted regarding the ticket/trip cancellation.

3.57. Travelers Without an Individual Government Travel Charge Card

DTS supports travelers that have not been issued an individual Government travel charge card (also called an individually billed account (IBA) or GOVCC. In this event, the traveler's air or rail ticket must be charged to the organizations centrally billed account (CBA). All other expenses must be indicated in DTS as 'personal' to ensure payment directly to the traveler's financial institution.

In order to guarantee lodging, and in some cases rental car, a form of payment may be required by the CTO. Travelers without an individual Government travel charge card may enter a personal credit card number and expiration date in DTS in order to guarantee their arrangements. Travelers without either an individual Government Travel Charge Card or a personal credit card are required to contact the CTO off-line to provide a form of payment to guarantee reservations.

3.58. Unused / Partially Used Tickets

The traveler must notify the CTO of any unused or partially unused tickets as soon as possible. Unused tickets must be returned in the manner they were received. The traveler must notify the CTO if an e-ticket is not used. Tickets obtained from a local CTO must be returned to that office.

For tickets purchased via IBA, provide notification of unused ticket as follows:

> The traveler notifies the CTO via toll free phone number or through the DTS amendment process. If done by phone, the traveler must adjust the travel costs upon filing the travel voucher.

For tickets purchased via CBA, provide notification of unused ticket as follows:

> The traveler returns unused tickets to the TO. The TO will notify the CTO of the unused ticket cost and follow the return procedures outlined above. The TO will prepare DD Form 730 and provide it to the traveler as a receipt for the unused ticket.

3.59. URL for the Defense Travel System (DTS) Travel Center Website

The DTS Travel Center was created to supplement the DTS portal by providing all DoD users with a knowledge base of travel-related events, travel planning, DoD travel regulations and procedures, commercial travel office activities, and up-to-date DTS software release information. The Website will be invaluable to all who work with the system including travelers, authorizing/review officials, and defense travel administrators. The URL for the DTS Travel Center is: www.dtstravelcenter.dod.mil/.

The DTS portal (www.defensetravel.osd.mil) will continue to be your main access to the system and its components. We have provided you with a link on both websites so that you may move easily from one to the other.

3.60. Verbal Orders of the Commanding Officer (VOCO)

(See Confirmatory Orders Section 3.11)